

Employee Search Match Overview

Employee Search Match is used to determine if an employee ID already exists for a person in the Cardinal system. A couple of the reasons this process is performed is to validate the employee's termination from the sending agency with a transfer and to obtain the existing Employee ID in the case of a rehire.

If the search does not produce any results, complete the new hire process. For further information on completing a new hire, refer to the Job Aid titled **HR351 Completing a New Hire**. This Job Aid can be found on the Cardinal website in the **Job Aids** under **Learning**.

If the search returns employment information, Agency HR will review the historical employment information and make note of the existing Employee ID. If the employee is still active in another agency, Agency HR will coordinate with the other agency prior to completing a new hire or an Inter-Agency Transfer.

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Using the Employee Search Match

Before beginning, the applicable employee's SSN must be available for immediate reference.

1. Navigate to the **Add a Person** page using the following path:

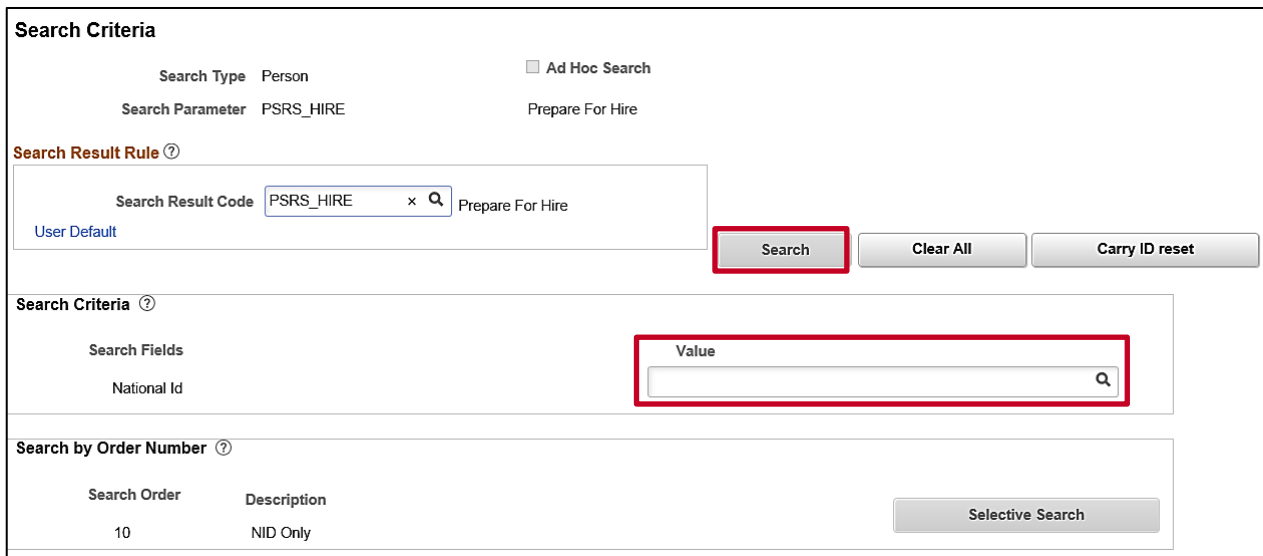
Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



2. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.



3. Enter the employee's SSN into the **Value** field.
4. Press the **Tab** key on the keyboard to enable the **Search** button.
5. The SSN is reformatted automatically (i.e. dashes removed if entered). Click the **Search** button.

HR351 Employee Search Match

The **Search Results** page displays.

Search Results

Search Type

Person

☐ Ad Hoc Search

Search Parameter

PSRS_HIRE

Prepare For Hire

Result Code

PSRS_HIRE

Prepare For Hire

▼ Search Results Summary

Number of ID's Found

1

Search Order Number

10

NID Only

Return to Search Criteria

▼ Search Results

Q

1-1 of 1

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View All

		Empl ID	Last Name	First Name	Middle Name			
1	<div>Carry ID</div>					Person Organizational Summary	<div>+</div>	<div>-</div>

Note: A popup message will display indicating the search criteria did not return any results when the employee's SSN is not already in the Cardinal system. In this case, the employee does not exist in Cardinal and the user can proceed with the new hire process. For further information on completing a new hire, refer to the Job Aid titled **HR351 Completing New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. Click the **Person Organizational Summary** link.

The **Person Organizational Summary** page displays in a new internet tab.

Person Organizational Summary

Employment Instances

1 of 1

View All

ORG Instance 0

Last Hire 06/10/2020

Termination Date 06/10/2020

HR Status Inactive

Payroll Status Terminated

Assignments

1-1 of 1

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	06/11/2020	71800	06/10/2020	Classified Salary	06/10/2020	91512	6	Active

Return to Search

Notify

7. Write down the Employee ID if applicable.

Note: If the employee has an active employment information with another agency, Agency HR will need to coordinate with the other agency prior to completing the hire/transfer process within Cardinal.

Note: If the Employee has inactive employment information, Agency HR will make note of the Employee ID and proceed with processing the applicable transaction for that employee.

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Note: If the Employee exists in Cardinal and there is no previous job information for the person, the **Person Organizational Summary** page will display with only the employee's name and Person ID. The image below displays this scenario. You will then proceed to the New Hire or Transfer process.

Person Organizational Summary

John Doe
.....

Person ID 123456789

Return to Search

Notify